

**LOUISIANA PILOTAGE FEE COMMISSION**  
**REPORT ON REVIEW OF BASIC FINANCIAL STATEMENTS**  
**REPORT ON APPLYING AGREED-UPON PROCEDURES**  
**INCLUDING THE LOUISIANA ATTESTATION QUESTIONNAIRE**

**JUNE 30, 2018**

**BATON ROUGE, LOUISIANA**

# LOUISIANA PILOTAGE FEE COMMISSION

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## Independent Accountant's Review Report

To the Board of Commissioners  
Louisiana Pilotage Fee Commission  
Baton Rouge, Louisiana

We have reviewed the accompanying financial statements of the governmental activities and the major fund (General Fund) of the Louisiana Pilotage Fee Commission (the Commission) as of and for the year ended June 30, 2018, which collectively comprise the Commission's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

### **Accountant's Responsibility**

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

### **Accountant's Conclusion**

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

## **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 5, and the budgetary comparison schedule-general fund on Schedule 1 be presented to supplement the basic financial statements. Such information, although not a required part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting and for placing the basic financial statements in an appropriate operational, economic, or historical context. Such information is the responsibility of management. We have not audited, reviewed, or compiled the required supplementary information and we do not express an opinion, a conclusion, nor provide any assurance on it.

## **Supplementary Information**

Our review was made primarily for the purpose of expressing a conclusion that there are no material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. The Schedule of Per Diem Paid to Commission Members and Schedule of Compensation, Benefits, and Other Payments to Administrator included as Schedules 2 and 3, respectively, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Schedules 2 and 3 of the supplementary information have been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, and we did not become aware of any material modifications that should be made to Schedule 2 and Schedule 3 for them to be in accordance with accounting principles generally accepted in the United States of America.

Respectfully submitted,

*Hannis T. Bourgeois, LLP*

Baton Rouge, Louisiana  
December 5, 2018

MANAGEMENT'S DISCUSSION AND ANALYSIS

# LOUISIANA PILOTAGE FEE COMMISSION

## MANAGEMENT'S DISCUSSION AND ANALYSIS

FOR THE YEAR ENDED JUNE 30, 2018

Louisiana Pilotage Fee Commission (the "Commission") is pleased to present its Annual Financial Report developed in compliance with Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - For State and Local Governments* (hereinafter referred to as GASB 34), and related standards. Please read the following in conjunction with the Commission's financial statements and footnotes, which follow this section.

### **Financial Highlights**

- Total assets were \$582,499 as of June 30, 2018. The Commission had liabilities totaling \$32,359 resulting in net position of \$550,140.
- The majority of total assets (93.88%) was composed of Cash and Cash Equivalents.

### **Overview of Annual Financial Report**

Management's Discussion and Analysis (MD&A) serves as an introduction to the basic financial statements and supplementary information. The MD&A presents an overview of management's examination and analysis of the Commission's financial condition and performance.

The financial statements report information on the Commission using full accrual accounting methods similar to those used in the private business sector. Financial statements include the Statement of Net Position and the Statement of Activities. The Statement of Net Position provides information about the nature and amount of the Commission's resources and obligations at year-end, and provides a basis for evaluating the capital structure of the Commission and assessing the liquidity and financial flexibility of the Commission.

The Statement of Activities accounts for the revenues and expenses for the fiscal year, and provides information on how net position changed during the year. This statement measures the success of the Commission's operations in a format that can be used to determine if the Commission has recovered its costs through self-generated revenues and other income.

The notes to the financial statements provide required disclosures essential to an understanding of the financial statements. The notes present information about the Commission's accounting policies, significant account balances, and activities, commitments, contingencies, and subsequent events, if any. Supplementary information includes comparative budget schedules, key information schedules on operations of the Commission, and schedules detailing any findings and management's response.

## Financial Analysis

The purpose of financial analysis is to help determine whether the Commission is better off due to the current year's activities. In this analysis, data from the basic financial statements, the Statement of Net Position and the Statement of Activities, are presented below. These statements report the net position, the difference between assets and liabilities, and the change in net position, which provides information for indicating the financial condition of the Commission. The information for the prior year is included for comparative purposes.

### Statement of Net Position

	Governmental Activities	
	June 30, 2018	June 30, 2017
<b><u>ASSETS</u></b>		
Cash and Cash Equivalents	\$ 546,825	\$ 479,598
Accounts Receivable	33,906	31,620
Capital Assets (Net of Accumulated Depreciation)	1,768	1,407
Total Assets	<u>\$ 582,499</u>	<u>\$ 512,625</u>
<b><u>LIABILITIES</u></b>		
Accrued Liabilities	\$ 9,846	\$ 9,533
Long-Term Liabilities:		
Due Within One Year	5,628	5,628
Due in More than One Year	16,885	16,885
Total Liabilities	<u>32,359</u>	<u>32,046</u>
<b><u>NET POSITION</u></b>		
Invested in Capital Assets	1,768	1,407
Unrestricted	548,372	479,172
Total Net Position	<u>550,140</u>	<u>480,579</u>
Total Liabilities and Net Position	<u>\$ 582,499</u>	<u>\$ 512,625</u>

- This Commission's assets exceeded its liabilities by \$550,140 for the current year.
- For the year ended June 30, 2018, unrestricted net position of \$548,372 represents the portion available to maintain the Commission's obligation to both citizens and creditors.

## Statement of Activities

	Governmental Activities	
	June 30, 2018	June 30, 2017
<b>General Revenues:</b>		
Self-Generated	\$ 373,963	\$ 406,620
Interest and Other Income	1,155	873
	375,118	407,493
<b>Expenses:</b>		
General Government	305,557	294,073
	69,561	113,420
<b>Net Position - Beginning of the Year</b>	480,579	367,159
<b>Net Position - End of the Year</b>	\$ 550,140	\$ 480,579

Total general revenues decreased \$32,375 (-7.94%) reflecting an eight percent decrease in surcharge fees charged over this period in FY 2017. Surcharge fees are based ship volume and ship volume was down in the current year as compared to the prior year. Total expenses increased \$11,484 (3.91%), from FY 2017 due to the current year additional costs for professional services connected with pending rate cases and regulatory matters. Overall, the Commission's change in net position was \$69,561 for the year, which represents a decrease of \$43,859 from the prior year.

### General Fund Budgetary Highlights

The actual revenues were \$22,368 more than the budgeted amount for the year. Expenses were \$46,832 less than the budgeted amount for the year, due principally to salaries, allowances, and related costs, professional services, and meeting expenses being less than budgeted.

### Economic Factors and Next Year's Budget

The primary source of revenue for the Commission during the year ended June 30, 2018 was proceeds from a dedicated surcharge paid by customers of pilotage services in Louisiana; namely, foreign flag vessels entering state waters via the Mississippi and Calcasieu rivers. This surcharge is established through state law (LA. R.S. 34:1122(B)(3)). The amount of this surcharge is adjusted annually by the Commission at the annual Budget Hearing, according to projections based on the total amount of surcharge revenue collected during the prior calendar year.

These revenues are considered available if they are collected within 60 days after year-end.

### Contacting the Commission

This financial report is designed to provide our citizens, taxpayers, and creditors with a general overview of the Commission's finances and to show the Commission's accountability for the money it receives. Any questions about this report or requests for additional information may be directed to the Commission at 8550 United Plaza Blvd., United Plaza, Suite 702, Baton Rouge, Louisiana 70809.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

## LOUISIANA PILOTAGE FEE COMMISSION

STATEMENT OF NET POSITION

AS OF JUNE 30, 2018

ASSETS

Cash and Cash Equivalents	\$	546,825
Accounts Receivable		33,906
Capital Assets (Net of Accumulated Depreciation)		1,768
Total Assets	\$	582,499

LIABILITIES

Accrued Liabilities	\$	9,846
Long-Term Liabilities:		
Due Within One Year		5,628
Due in More than One Year		16,885
Total Liabilities		32,359

NET POSITION

Invested in Capital Assets		1,768
Unrestricted		548,372
Total Net Position		550,140
Total Liabilities and Net Position	\$	582,499

See independent accountant's review report and the accompanying notes.

## LOUISIANA PILOTAGE FEE COMMISSION

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2018

	Expenses	Program Revenues		Total Governmental Activities Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	
<b>FUNCTIONS/PROGRAMS</b>				
Governmental Activities:				
General Government	\$ 305,557	\$ -	\$ -	\$ (305,557)
Total Governmental Activities	\$ 305,557	\$ -	\$ -	(305,557)
<b>General Revenues:</b>				
Self-Generated				373,963
Interest and Other Income				1,155
Total General Revenues				375,118
Change in Net Position				69,561
<b>Net Position - Beginning of Year</b>				480,579
<b>Net Position - End of Year</b>				\$ 550,140

See independent accountant's review report and the accompanying notes.

FUND FINANCIAL STATEMENTS

## LOUISIANA PILOTAGE FEE COMMISSION

BALANCE SHEET -  
GOVERNMENTAL FUND

AS OF JUNE 30, 2018

ASSETS

Cash and Cash Equivalents	\$ 546,825
Accounts Receivable	33,906
Total Assets	<u>\$ 580,731</u>

LIABILITIES AND FUND BALANCE**Liabilities:**

Accrued Liabilities	<u>\$ 9,846</u>
Total Liabilities	9,846

**Fund Balance:**

Unassigned	<u>570,885</u>
Total Fund Balance	<u>570,885</u>
Total Liabilities and Fund Balance	<u>\$ 580,731</u>

See independent accountant's review report and the accompanying notes.

LOUISIANA PILOTAGE FEE COMMISSION

RECONCILIATION OF THE GOVERNMENTAL FUND  
BALANCE SHEET TO THE STATEMENT OF NET POSITION

AS OF JUNE 30, 2018

Total Fund Balance - Governmental Fund \$ 570,885

Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. These assets consist of:

Cost of Capital Assets	9,758
Less: Accumulated Depreciation	<u>(7,990)</u>
	1,768

Long-Term Liabilities are not due and payable in the current period and therefore are not reported in the Governmental Funds:

Compensated Absences	<u>(22,513)</u>
Net Position - Governmental Activities	<u><u>\$ 550,140</u></u>

See independent accountant's review report and the accompanying notes.

## LOUISIANA PILOTAGE FEE COMMISSION

STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCE -  
GOVERNMENTAL FUND

FOR THE YEAR ENDED JUNE 30, 2018

**Revenues:**

## Local Sources:

Self-Generated	\$ 373,963
Interest Earnings and Other Income	1,155
Total Revenues	<u>375,118</u>

**Expenditures:**

## General Government:

Salaries and Allowances	208,814
Payroll Taxes	13,615
Employee Benefits	3,602
Capital Outlay	1,029
Computer Expense	199
Hearing Expense	6,070
Insurance	1,340
Professional	33,948
Meals	84
Medical	11,336
Miscellaneous	407
Office Supplies	900
Payroll Services	2,260
Per Diem	2,550
Postage	211
Printing	1,189
Rent Expense	14,400
Telephone	2,695
Travel	1,269

Total Expenditures	<u>305,918</u>
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Excess of Revenues Over Expenditures	69,200
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<b>Fund Balance at Beginning of Year</b>	<u>501,685</u>
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<b>Fund Balance at End of Year</b>	<u><u>\$ 570,885</u></u>
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See independent accountant's review report and the accompanying notes.

## LOUISIANA PILOTAGE FEE COMMISSION

RECONCILIATION OF THE STATEMENT OF REVENUES,  
EXPENDITURES, AND CHANGES IN FUND BALANCE OF THE  
GOVERNMENTAL FUND TO THE STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2018

Total Net Change in Fund Balance - Governmental Fund	\$ 69,200
Amounts Reported for Governmental Activities in the Statement of Activities are different because:	
Capital outlays are reported in governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense.	
Capital Outlays	1,029
Depreciation Expense	<u>(668)</u>
Change in Net Position of Governmental Activities	<u><u>\$ 69,561</u></u>

See independent accountant's review report and the accompanying notes.

# LOUISIANA PILOTAGE FEE COMMISSION

## NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2018

### INTRODUCTION

The Louisiana Pilotage Fee Commission (the “Commission”) was created by Act. No. 902 of the Louisiana 2004 Regular Session of the Legislature, effective January 1, 2005, to establish pilotage fees. The Commission consists of eleven members and seven alternates appointed by the governor as follows:

- i. Four members and four alternates to represent the industry.
- ii. Four members and three alternates to represent the associations all designated by the board of directors of the four pilot associations.
- iii. Three at-large members, and one alternate at-large.

Appointees shall be residents of the state of Louisiana and shall serve terms concurrent with that of the governor appointing them. All appointments are subject to confirmation by the Senate.

#### (1) Summary of Significant Accounting Policies -

##### A. Basis of Presentation

The accompanying financial statements of the Louisiana Pilotage Fee Commission have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement No. 34, *Basic Financial Statements - and Management’s Discussion and Analysis - for State and Local Governments* and the provisions of GASB Statement No. 63— *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources and Net Position*.

##### B. Reporting Entity

The Commission, for financial purposes, includes all of the funds relevant to the operations of the Commission. The financial statements presented herein do not include agencies which have been formed under applicable state laws or separate and distinct units of government apart from the Louisiana Pilotage Fee Commission.

The Louisiana Pilotage Fee Commission is a primary government and not a component unit or agency of the state government for financial reporting purposes.

See independent accountant’s review report.

# LOUISIANA PILOTAGE FEE COMMISSION

## NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2018

### C. Fund Accounting

- i. Government-wide Financial Statements (GWFS) - the Statement of Net Position and Statement of Activities report information about the reporting government as a whole. They include all funds of the reporting entity. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the Commission's governmental activities. Direct expenses are those that are specifically associated with a program or function. Program revenues include (a) fees and charges paid by the recipient for goods and services offered by the program, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

- ii. Fund financial statements - The accounts of the Commission are organized on the basis of funds. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts. Fund accounting segregates funds according to their intended purposes and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

The Commission maintains one fund, the general fund. It is categorized as a governmental fund. The emphasis on fund statements is on major governmental funds. The general fund is considered major because it's the primary operating fund of the entity. It is used to account for all financial resources except those required to be accounted for in another fund.

### D. Measurement Focus/Basis of Accounting

#### **Government-Wide Financial Statements (GWFS)**

The Statement of Net Position and the Statement of Activities display information about the reporting government as a whole. These statements include all the financial activities of the Commission. The GWFS were prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

See independent accountant's review report.

# LOUISIANA PILOTAGE FEE COMMISSION

## NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2018

The Commission reports all direct expenses by function in the Statement of Activities. Direct expenses are those that are clearly identifiable with a function. Indirect expenses of other functions are not allocated to those functions but are reported separately in the Statement of Activities. Depreciation expense which can be specifically identified by function is included in the direct expenses of each function. The Commission does not allocate indirect expenses.

### **Fund Financial Statements (FFS)**

#### **Governmental Funds**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental Funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of Governmental Funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

Fund financial statements report detailed information about the Commission. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. The major fund of the Commission is the General Fund.

The modified accrual basis of accounting is used by Governmental Funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined, and available means collectible within the current period or soon enough thereafter (generally 60 days) to be used to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred. The Governmental Fund uses the following practices in recording revenues and expenditures:

#### **Revenues**

The primary source of revenue for the Commission during the year ended June 30, 2018, was pilotage surcharge fees. These revenues are considered available if they are collected within 60 days after year-end.

#### **Expenditures**

Salaries are recorded as expenditures when earned. Compensated absences are recognized as expenditures when leave is actually taken or when employees (or heirs) are paid for accrued leave upon retirement or death. All other expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

See independent accountant's review report.

# LOUISIANA PILOTAGE FEE COMMISSION

## NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2018

E. Budget Practices

The Commission adopts an annual budget for the General Fund.

The budget for the fiscal year ended June 30, 2018, was legally adopted by the Commission on May 17, 2017. There were no amendments to the budget for June 30, 2018.

F. Cash and Cash Equivalents

All cash-related items having maturing dates of three months or less from the original maturity dates are classified as cash and cash equivalents.

G. Capital Assets

Capital assets, which include property, plant and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of that asset or materially extend the life of that asset are not capitalized.

Depreciation of all exhaustible capital assets is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. Useful lives are five years for computer equipment and seven years for furniture and fixtures.

H. Net Position

In the government-wide statements, equity is classified as net position and displayed in three components:

1. Net investment in capital assets - The net investment in capital assets component of net position consist of capital assets, net of accumulated depreciation, reduced by the outstanding balance of any debt proceeds used for the acquisition, construction, or improvements of those assets.
2. Restricted - The restricted component of net position is used when there are limitations imposed on their use of an asset by external parties such as creditors, grantors, laws or regulations of other governments.
3. Unrestricted - The unrestricted component of net position is the net amount of assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.

See independent accountant's review report.

# LOUISIANA PILOTAGE FEE COMMISSION

## NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2018

### I. Fund Balance

GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, defines the different types of fund balances that a governmental entity must use for financial reporting purposes. GASB 54 requires the fund balance amounts to be properly reported within one of the fund balance categories listed below.

1. Non-spendable fund balances are associated with inventories, prepaids, long-term loans and notes receivable, and property held for resale (unless the proceeds are restricted, committed, or assigned),
2. Restricted fund balances include amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation,
3. Committed fund balances include amounts that can be used only for the specific purposes determined by a formal action of the Commissioners (the Commission's highest level of decision making authority),
4. Assigned fund balances are intended to be used by the Commission for specific purposes but do not meet the criteria to be classified as restricted or committed, and
5. Unassigned fund balances are the residual classification for the Commission's general fund and include all spendable amounts not contained in the other classifications.

The Commission's policy is to apply expenditures against non-spendable fund balances, restricted fund balances, committed fund balances, assigned fund balances, and unassigned fund balances, in that order, at the end of the fiscal year by adjusting journal entries.

The calculation of fund balance amounts begins with the determination of non-spendable fund balances. Then restricted fund balances for specific purposes are determined (not including non-spendable amounts). Then any remaining fund balance amounts classified as unassigned fund balance.

As of June 30, 2018, the Commission did not have any non-spendable, restricted, committed, or assigned fund balances.

### J. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

See independent accountant's review report.

LOUISIANA PILOTAGE FEE COMMISSION

NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2018

K. Compensated Absences

Employees earn and accumulate sick leave at various rates depending on their years of service. The amount of sick leave that may be accumulated by each employee is unlimited.

L. Subsequent Events

The Commission evaluated subsequent events and transactions for potential recognition or disclosure in the financial statements through December 5, 2018, the date which the financial statements were available to be issued.

(2) Cash and Cash Equivalents -

For reporting purposes, cash and cash equivalents include cash, demand deposits, and time certificates of deposit. Under state law, the Commission may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, any other state in the union, or under the laws of the United States. Further, the Commission may invest in time deposits or certificates of deposit of state banks organized under Louisiana law and national banks having principal offices in Louisiana.

The Commission had cash and cash equivalents totaling \$554,776 with a carrying amount of \$546,825 at June 30, 2018. Cash and cash equivalents are stated at cost, which approximates market. These deposits must be secured under state law by federal deposit insurance or the pledge of securities owned by the bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the bank. The following is a summary of cash and cash equivalents at June 30, 2018:

Book Balance	\$ 546,825
	<u>                    </u>
Bank Balance	\$ 554,776
	<u>                    </u>

*Custodial Credit Risk - Deposits*

In the case of deposits, this is the risk that in the event of a bank failure, the Commission's deposits may not be returned to it.

To mitigate this risk, state law requires for these deposits (or the resulting bank balances) to be secured by federal deposit insurance or the pledge of securities by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in

See independent accountant's review report.

**LOUISIANA PILOTAGE FEE COMMISSION**

NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2018

the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. The pledged securities are deemed by Louisiana State Law to be under the control and possession and in the name of the Commission regardless of its designation by the financial institution in which it is deposited. As of June 30, 2018, none of the Commission's bank balance of \$554,776 was exposed to custodial credit risk.

(3) Changes in Capital Assets -

Capital asset activity as of and for the year ended June 30, 2018 is as follows:

	<u>Balance</u> <u>June 30, 2017</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2018</u>
<u>Governmental Activities:</u>				
Capital Assets being Depreciated:				
Computer Equipment	\$ 7,547	\$ 1,029	\$ -	\$ 8,576
Furniture and Equipment	<u>1,183</u>	<u>-</u>	<u>-</u>	<u>1,183</u>
Total Capital Assets being Depreciated	8,730	1,029	-	9,759
Less: Accumulated Depreciation for:				
Computer Equipment	6,140	668	-	6,808
Furniture and Equipment	<u>1,183</u>	<u>-</u>	<u>-</u>	<u>1,183</u>
Total Accumulated Depreciation	<u>7,323</u>	<u>668</u>	<u>-</u>	<u>7,991</u>
Total Capital Assets being Depreciated, Net	<u>\$ 1,407</u>	<u>\$ 361</u>	<u>\$ -</u>	<u>\$ 1,768</u>

Depreciation expense of \$668 for the year ended June 30, 2018 was charged to operations.

(4) Long-Term Obligation -

The following is a summary of the long-term obligation transactions for the year ended June 30, 2018:

	<u>Compensated</u> <u>Absences</u>
Long-Term Obligations - June 30, 2017	\$ 22,513
Additions	-
Deductions	<u>-</u>
Long-Term Obligations - June 30, 2018	<u>\$ 22,513</u>

See independent accountant's review report.

LOUISIANA PILOTAGE FEE COMMISSION

NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2018

The following is a summary of the current (due in one year or less) and the long-term (due in more than one year) portions of long-term obligations as of June 30, 2018:

Current Portion	\$ 5,628
Long-Term Portion	<u>16,885</u>
Total	<u>\$ 22,513</u>

Compensated Absences

At June 30, 2018, employees of the Commission have accumulated and vested \$22,513 of employee leave benefits, which was computed in accordance with GASB Codification Section C60.

Employees earn and accumulate sick leave at various rates depending on their years of service. The amount of sick leave that may be accumulated by each employee is unlimited.

(5) Lease Commitments -

The commission leases office space under a lease classified as an operating lease that expired on January 1, 2014 and has automatically renewed every six months. The lease automatically renewed for another six months as of June 30, 2018. Rental expense for this operating lease totaled \$14,400 for the year ended June 30, 2018. Future minimum rental payments required under the new operating lease agreement total \$7,200.

(6) Pending Litigation -

There were no civil suits seeking damages against the Commission outstanding at June 30, 2018.

(7) Related Party Transactions -

The Commission had no identified related party transactions for the year ended June 30, 2018.

REQUIRED SUPPLEMENTARY INFORMATION

## LOUISIANA PILOTAGE FEE COMMISSION

BUDGETARY COMPARISON SCHEDULE -  
GENERAL FUND

FOR THE YEAR ENDED JUNE 30, 2018

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance With Final Budget</u>
<b>Revenues:</b>			
Self-Generated	\$ 351,850	\$ 373,963	\$ 22,113
Interest Earnings and Other Income	900	1,155	255
Total Revenues	<u>352,750</u>	<u>375,118</u>	<u>22,368</u>
<b>Expenditures:</b>			
Salaries, Allowances and Related Costs	247,000	237,367	9,633
Office Supplies	1,650	900	750
Meals	100	84	16
Telephone and Internet Expense	4,500	2,695	1,805
Rent	15,000	14,400	600
Printing	750	1,189	(439)
Postage	250	211	39
Miscellaneous	200	407	(207)
Insurance	1,700	1,340	360
Payroll Services	2,600	2,260	340
Computer Expense	-	199	(199)
Capital Outlay	3,000	1,029	1,971
Professional Services	43,650	40,018	3,632
Meeting Expense	7,350	3,819	3,531
* Contribution to Reserve Fund	<u>25,000</u>	<u>-</u>	<u>25,000</u>
Total Expenditures	<u>352,750</u>	<u>305,918</u>	<u>46,832</u>
Excess (Deficiency) of Revenues Over Expenditures	-	69,200	69,200
<b>Fund Balance at Beginning of Year</b>	<u>501,685</u>	<u>501,685</u>	<u>-</u>
<b>Fund Balance at End of Year</b>	<u>\$ 501,685</u>	<u>\$ 570,885</u>	<u>\$ 69,200</u>

\* Represents transfer of cash between the reserve fund and general fund. Monies were not transferred between the funds during the year ended June 30, 2018.

See independent accountant's review report and accompanying notes.

SUPPLEMENTARY INFORMATION

**LOUISIANA PILOTAGE FEE COMMISSION**

SCHEDULE OF PER DIEM PAID TO COMMISSION MEMBERS

FOR THE YEAR ENDED JUNE 30, 2018

<u>Name</u>	<u>Amount</u>
Bruce Mohon	\$ 600
Amanda Aucoin	600
Noel Cassanova	600
Daniel Kingston	<u>750</u>
	<u>\$ 2,550</u>

See independent accountant's review report and accompanying notes.

## LOUISIANA PILOTAGE FEE COMMISSION

SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER PAYMENTS TO  
ADMINISTRATORFOR THE YEAR ENDED JUNE 30, 2018

	<u>Larry McNutt</u>
Salary	\$ 145,000
Benefits - Insurance	11,336
Benefits - Retirement	3,602
Car Allowance	7,800
Phone Allowance	<u>1,300</u>
	<u>\$ 169,038</u>

See independent accountant's review report and accompanying notes.

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Independent Accountant's Report on  
Applying Agreed-Upon Procedures

To the Board of Commissioners of  
Louisiana Pilotage Fee Commission  
Baton Rouge, Louisiana

We have performed the procedures enumerated below, which were agreed to by the management of the Louisiana Pilotage Fee Commission and the Legislative Auditor, State of Louisiana, on the Louisiana Pilotage Fee Commission's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended June 30, 2018, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. Louisiana Pilotage Fee Commission's management is responsible for the Commission's financial records and compliance with applicable laws and regulations. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and findings are as follows:

**Public Bid Law**

1. Obtain documentation for all expenditures made during the year for material and supplies exceeding \$30,000, and public works exceeding \$154,450. Compare the documentation for these expenditures to Louisiana Revised Statute (R.S.) 39:1551-39:1775 (the state procurement code) or R.S. 38:2211-2296 (the public bid law), whichever is applicable; and report whether the expenditures were made in accordance with these laws.

There were no expenditures made during the year for materials and supplies exceeding \$30,000 and no expenditures were made for public works exceeding \$154,450.

## **Code of Ethics for Public Officials and Public Employees**

2. Obtain a list of the immediate family members of each board member as defined by R.S. 42:1101-1124 (the ethics law).

Management provided us the requested information.

3. Obtain a list of all employees paid during the fiscal year.

Management provided us with the requested information.

4. Report whether any employees' names appear on both lists obtained in Procedures 2 and 3.

None of the employees included on the list provided by management for agreed-upon Procedure 3 appeared on the list provided by management for agreed-upon Procedure 2.

5. Obtain a list of all disbursements made during the year; and a list of outside business interests of board members, employees, and board members' and employees' immediate families. Report whether any vendors appear on both lists.

Management provided the requested information. None of the businesses of board members, employees, and board members' and employees' immediate families appeared as vendors on the list of disbursements.

## **Budgeting**

The Commission received an Attorney General opinion indicating that they are not a political subdivision and therefore not subject to the Local Governmental Budget Act. They are a state administrative agency and must comply with the budgetary obligations of a state administrative agency. According to the Division of Administration ("DOA") since the Commission is self-funded there is no budget reporting requirements to the DOA.

6. Obtain a copy of the legally adopted budget and all amendments.

Management provided us with a copy of the original budget. Management represented that there were no amendments to the budget during the year.

7. Trace documentation for the adoption of the budget and approval of any amendments to the minute book, and report whether there are any exceptions.

We traced the adoption of the original budget to the minutes of a meeting held on May 17, 2017 which indicated that the budget had been unanimously adopted by the Commission members. Management represented that there were no amendments to the budget during the year.

8. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by 5% or more or if actual expenditures exceed budgeted amounts by 5% or more.

Not applicable due to Commission not being subject to the Local Governmental Budget Act.

## **Accounting and Reporting**

9. Obtain the list of all disbursements made during the fiscal year. Randomly select six disbursements, and obtain documentation from management for these disbursements. Compare the selected disbursements to the supporting documentation, and:
  - a. Report whether the six disbursements agree to the amount and payee in the supporting documentation as to proper amount and payee.

Each of the six selected disbursements agreed with the amount and payee in the supporting documentation.

- b. Report whether the six disbursements are coded to the correct fund and general ledger account.

All six of the payments were properly coded to the correct fund and general ledger account.

- c. Report whether the six disbursements were approved in accordance with management's policies and procedures.

Inspection of documentation supporting each of the six selected disbursements indicated approval from the Administrator.

## **Meetings**

10. Obtain evidence from management to support that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:11 through 42:28 (the open meetings law); and report whether there are any exceptions.

Management asserted that such documents were properly posted at the meeting site at least 24 hours in advance of a meeting.

## **Debt**

11. Obtain bank deposit slips for the fiscal year, and scan the deposit slips in order to identify and report whether there are any deposits that appear to be proceeds of bank loans, bonds, or like indebtedness. If any such proceeds are identified, obtain from management evidence of approval by the State Bond Commission, and report any exceptions.

We scanned bank deposits slips and the detailed general ledger for the fiscal year, and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

## **Advances and Bonuses**

12. Obtain the list of payroll disbursements and meeting minutes of the governing board, if applicable. Scan these documents to identify and report whether there are any payments or approval of payments to employees that may constitute bonuses, advances, or gifts.

A reading of the minutes of the Commission for the year indicated no approval for the payment of bonuses, advances, or gifts. We also inspected disbursement records for the year and noted no instances which would indicate payment to employees which would constitute bonuses, advances, or gifts.

### **State Audit Law**

13. Report whether the agency provided for a timely report in accordance with R.S. 24:513.

The report was due December 31, 2017 and was submitted December 18, 2017.

14. Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

There were no expenditures made during the year for materials and supplies exceeding \$30,000 and no expenditures were made for public works exceeding \$154,450.

### **Prior Comments and Recommendations**

15. Obtain and report management's representation as to whether any prior-year suggestions, recommendations, and/or comments have been resolved.

Our prior report, dated December 31, 2017, did not include any suggestions, exceptions, recommendations, or comments.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the Commission's compliance with the foregoing matters. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The purpose of this report is solely to describe the scope of testing performed on the Louisiana Pilotage Fee Commission's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

Respectfully submitted,

*Hannis T. Bourgeois, LLP*

Baton Rouge, Louisiana  
December 5, 2018

**LOUISIANA PILOTAGE FEE COMMISSION**  
**SUMMARY SCHEDULE OF PRIOR FINDINGS**  
**FOR THE YEAR ENDED JUNE 30, 2018**

None

LOUISIANA ATTESTATION QUESTIONNAIRE



**Meetings**

We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28.  
Yes  No

**Debt**

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes  No

**Advances and Bonuses**

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes  No

**Prior-Year Comments**

We have resolved all prior-year recommendations and/or comments.

Yes  No

**General**

We are responsible for our compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes  No

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes  No

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes  No

We have made available to you all records that we believe are relevant to the foregoing agreed-upon procedures.

Yes  No

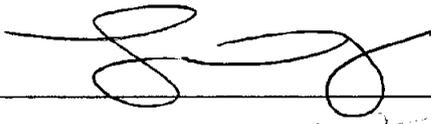
We have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of your report.

Yes  No

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur up to the date of your report.

Yes  No

The previous responses have been made to the best of our belief and knowledge.

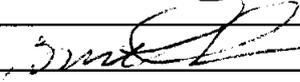


ADMINISTRATOR

~~Secretary~~ 8/14/2018 Date

~~Treasurer~~ N/A Date

~~President~~ 8/14/2018 Date



CHAIRMAN